

Getting Started with Canvas: First Steps and Tips

Before you begin:

Have content you'd like to migrate from CourseWork?

Email us at stanfordcanvas@stanfordonline.zendesk.com with the names of the courses in CourseWork and which quarter you'll be teaching them in Canvas. *Note: Only one version of each course will be migrated. The Canvas team will migrate the most recent version unless you designate another version for migration. Also, migrated content will not include student work/data (e.g., forum posts).*

First Steps:

1. Have migrated materials? You'll find them under "Files"
2. Add your syllabus
 - Note: Uploading your syllabus to "Syllabus" will not publish it to Stanford Syllabus. Go to <https://syllabus.stanford.edu> to upload and place link in Canvas. Or, upload in both Stanford Syllabus and Canvas
3. Recreate the dropbox, if you used it (for students to upload files)
 - Note: "Assignments" is the dropbox tool in Canvas. You have to create an Assignment to receive files from students
4. Set your course homepage to the style that makes most sense for your content
 - Posting a lot of Announcements? Recent Activity might work best
 - Uploading a Syllabus and making robust use of Due Dates? Syllabus would be best
 - Organizing course content with Modules? Set Modules as homepage
5. Hide in the Course Menu the items you don't intend to use (Settings)
6. Need help? Go to <http://gocanvas.stanford.edu/>

Tips:

- Make sure everything is published: Files, Assignment, Quizzes, Pages, the Course
- URLs cannot be placed under "Files" for student access. Use "Pages" or "Modules"
- Set your Notifications and remind students to do so (under Account in the global menu)
- Without Due Dates, the Canvas calendar and Notifications will not be as useful for students

Recommended Tools to Try:

- Speedgrader (within browser site and a separate app)
- Media Feedback (in Speedgrader)
- Media Assignment submissions (under Assignments)
- Groups (under People)